**Project Proposal Template**

Project Acronym

Project Title

**Addressed Call Topic (BCI[[1]](#footnote-1) or S-ICT[[2]](#footnote-2)):**

Coordinator contact point for the proposal

|  |  |
| --- | --- |
| Name |  |
| Institution/Department |  |
| Address |  |
| Country |  |
| Phone |  |
| E-mail |  |
| Funding organisation |  |

Partners’ people[[3]](#footnote-3) involved in the realisation of the project

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Partner NB** | **Funder (if any)** | **Country** | **Institution / Department** | **Name of the Principal Investigator (PI)[[4]](#footnote-4)** | **Name of the co-Investigators[[5]](#footnote-5)** | **Name of the other personnel participating in the project[[6]](#footnote-6)** |
| **1**  Coord. |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |
| **3** |  |  |  |  |  |  |
| **4** |  |  |  |  |  |  |
| **5** |  |  |  |  |  |  |
| **6** |  |  |  |  |  |  |

(Use as much lines as needed)

Duration: \_\_\_ months

**Summary of the project (publishable abstract, max. 1/2 page):**

Be precise and concise. This summary will be used to select suited reviewers for the proposal.

**Relevance to the topic addressed in the call** (max. 1/3 page)**:**

Be precise and concise and highlight the connections with specific parts of the call text.

Relevance to the topic addressed in the call is an evaluation criterion.

**General guidelines:**

* The same font and style should be used for the whole proposal (recommended: Arial, 11pt, single-spaced)
* Please complete all sections. Your proposal should include all details required.
* Indicative section lengths are provided as guidelines and can be adapted to the specificities of the proposal. The total document length is expected to be about 25-35 pages. Guidelines can be removed.
* For the evaluation criteria, please refer to the Call Announcement at [www.chistera.eu](http://www.chistera.eu).

1. Scientific and technological quality

Indicative length section: 6 pages

# Long-term vision of a science-enabled technology

Describe the long-term vision of a science-enabled technology.

Highlight how it challenges any existing or under development technological paradigms.

# Ambition and quality of the objectives

Describe the overall and specific objectives for the project that address this vision. They should be clear, measurable, realistic and achievable within the duration of the project.

Highlight the state-of-the-art, including any preliminary result obtained by the consortium. Quantitative information must be provided.

Describe the science-to-technology breakthrough your proposal would provide beyond state-of-the-art.

Describe the global positioning of the project (from ‘idea to application’, or from ‘lab to market’). Refer to Technology Readiness Levels (see definition [here](https://ec.europa.eu/research/participants/data/ref/h2020/other/wp/2018-2020/annexes/h2020-wp1820-annex-g-trl_en.pdf)) where relevant.

# Approach and research method

Describe the approach and research method followed. Highlight the novelty and originality of the approach, especially regarding novel ICT disciplines and future challenges. Detail the experimental set up, the resources needed and the metrics used, while showing how reproducibility is guaranteed.

# Interdisciplinary nature of the research

Describe the research disciplines involved and the range of added value from interdisciplinarity, including measures for exchange, cross-fertilisation and synergy.

# High risk, plausibility and flexibility of the research approach

Explain how the research approach is suitable to deal with the considerable science-and-technology uncertainties and appropriate for choosing alternative directions and options.

# Impact

Indicative section length: 6 pages

# Expected Impacts

Be specific, and provide only information that applies to the proposal and its objectives. Wherever possible, use quantified indicators and targets.

Describe how the project will contribute to the expected impacts (see ‘Research Targeted in the Call’ of the Call Announcement).

Describe the expected impacts beyond the project itself, and if applicable the importance of the technological outcome with regard to its transformational impact on technology and/or society. Show how these impacts derive from the project target outcomes.

# Dissemination and exploitation of results

Provide a plan to disseminate/exploit all relevant foreseen project results during and beyond project lifetime. Dissemination includes any standardisation, benchmarking and evaluation activities open to research teams beyond the project consortium (if applicable, describe how such other actors are involved). Exploitation is the actual use of results for commercial purposes or in public policymaking. Results include any relevant data produced in the framework of the project.

Highlight how the results relate to the project expected impacts.

Describe the proposed communication measures for promoting the project and its findings during the period of the project. Measures should be with clear objectives. They should be tailored to the needs of different target audiences, including groups beyond the project’s own community. Where relevant, include measures for public/societal engagement on issues related to the project.

# Open access to publications

Outline the strategy for knowledge management and protection. Include measures to provide open access (free on-line access, such as the ‘green’ or ‘gold’ route) to peer-reviewed scientific publications resulting from the project. Indicate how the publication costs will be covered. To complete this and following section see CHIST-ERA Open Science policy in the Call Announcement. In particular, CHIST-ERA requires all publications to be in open access without embargo.

# Research data management

Describe how the research data generated and/or collected during the project will be managed, in particular:

* What types of data will the project generate/collect?
* What standards will be used?
* How will this data be exploited and/or shared/made accessible (including information on the data repositories that you plan to use) for verification and re-use? If data cannot be made available, explain why.
* How will this data be curated and preserved?
* How will the costs for data curation and preservation be covered?

# Implementation

Indicative section length: 8-10 pages + 1 page per WP + 1 page per partner

## Work plan

Provide a presentation of the overall structure of the work plan and a timing of the different work packages and their components (Gantt chart or similar) and a graphical presentation of the components showing how they inter-relate (Pert chart or similar).

Clearly define the intermediate targets.

* 1. **Work packages**

For the description of each work package, please use the template provided. Use as many templates as needed.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **WP 1** | | **WP Title** | | | | | | | | | Start month | | End month |
| **Contribution of project partners** | | | | | | | | | | | | | |
| Partner number[[7]](#footnote-7) | | | | 1 | | 2 | 3 | 4 | 5 | 6 | | 7 | 8 |
| Total effort per partner (Person.months) | | | |  | |  |  |  |  |  | |  |  |
| **Aim of the WP**  Description of the objective of the WP and the interrelation with other WPs. | | | | | | | | | | | | | |
| **Tasks** | | | | | | | | | | | | | |
| **T1.1** | **Task title (start month – end month: responsible partner; involved partners)[[8]](#footnote-8)**  Description of work and role of participants | | | | | | | | | | | | |
| **T1.2** | **Task title (start month – end month: responsible partner; involved partners)**  Description of work and role of participants | | | | | | | | | | | | |
|  | Add tasks as needed | | | | | | | | | | | | |
| **Deliverable** | | | **Month of delivery** | | **Title of deliverable** | | | | | | | | |
| **D1.1** | | |  | |  | | | | | | | | |
| **D1.2** | | |  | |  | | | | | | | | |
|  | | |  | | Add deliverables as needed | | | | | | | | |

**Work package overview (total effort per WP and partner in person. months)**

Use as many lines and columns as needed.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Partner | WP1 | WP2 | WP3 | WP4 | WP5 | WP6 | Total |
| 1 |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |  |
| Total |  |  |  |  |  |  |  |

* 1. **Management structure, milestones, risk assessment**

Describe the organisational structure and the decision-making. They should be appropriate to the complexity and scale of the project.

Include a list of milestones (template provided). A milestone is a major and visible achievement in the project. It should be SMART: Specific, Measurable, Attainable, Relevant, Time-bound.

Describe any critical risks, relating to project implementation, that the stated project’s objectives may not be achieved. Detail any risk mitigation measures.

**List of milestones**

Use as many lines as needed but try to limit the number of milestones

|  |  |  |  |
| --- | --- | --- | --- |
| **Milestone** | **Delivery month** | **WP involved** | **Title** |
| **M1** |  |  |  |
| **M2** |  |  |  |
| **M3** |  |  |  |

**Implementation risk analysis**

Use as many lines as needed

|  |  |  |  |
| --- | --- | --- | --- |
| **Risk description** | **Likelihood[[9]](#footnote-9)** | **Impact** | **Mitigation plan** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

* 1. **Consortium**

Describe the consortium. How will it match the project’s objectives and bring together the necessary expertise? How do the members complement one another?

If applicable, describe the industrial/commercial involvement in the project.

Use the following templates for the coordinator, the other partners requesting funding, and partners not requesting funding if any. If the project relies on input to be provided by a third party, append a letter of commitment at the end of the proposal.

The consortium has to identify the partner responsible for the coordination of the CHIST-ERA Open Science policy within the project.

Open Science Coordinator:

|  |  |
| --- | --- |
| **Partner 1**  Project Coordinator | **Organisation name / Department** |
| **Expertise:**  Expertise of the organisation related to the project objectives.  For the principal investigators give a brief CV highlighting research experience and list the 5 most important publications of the last three years  Note: In line with the DORA declaration, the evaluators will be instructed not to use journal-based metrics, such as Journal Impact Factors, as a surrogate measure of the quality of individual research articles. | |
| **Role in project:** | |

**Use this template if this partner is requesting funding**

|  |  |
| --- | --- |
| **Partner n** | **Organisation name / Department** |
| **Expertise:**  Expertise of the organisation related to the project objectives.  For the principal investigators give a brief CV highlighting research experience and list the 5 most important publications of the last three years  Note: In line with the DORA declaration, the evaluators will be instructed not to use journal-based metrics, such as Journal Impact Factors, as a surrogate measure of the quality of individual research articles. | |
| **Role in project:** | |

**Use this template if this partner is not requesting funding**

|  |  |
| --- | --- |
| **Partner n** | **Organisation Full name / Department** |
| **Expertise:**  Expertise of the organisation related to the project objectives.  For the principal investigators give a brief CV highlighting research experience and list the 5 most important publications of the last three years  Note: In line with the DORA declaration, the evaluators will be instructed not to use journal-based metrics, such as Journal Impact Factors, as a surrogate measure of the quality of individual research articles. | |
| **Role in project:** | |
| **Please explain how the partner is able to secure its own funding** | |

* 1. **Consortium agreement principles**

Describe the consortium agreement principles (partner’s rights and duties, IPR management).

* 1. **Access to external infrastructures**

Describe any significant facilities and large equipment available to the consortium to perform the project.

* 1. **Link with ongoing projects**

For each partner indicate (if applicable) the ongoing projects linked to the proposal topic, and their funding sources.

* 1. **Financial plan**

The resources to be committed for each project partner have to be described in the online submission system, including: Personnel, Consumables, Equipment, Travel, Subcontracting, Provisions, Licensing fees, Open Science fees (publications, data sharing), other. Justify them here. Both the justification and the information in the system will be communicated to the reviewers.

The derivation of the total requested funding amount from these elementary costs should be clear. For funding organisations requesting the submission of requested funding information at the national level, consistency must be strictly ensured.

# Ethical issues

Describe any foreseeable ethical issue that may arise during the course of the research project. If applicable, describe the mitigation strategies employed to reduce ethical risk, and justify the research methodology with respect to ethical issues.

To assess potential ethics issues, you can consult the Horizon 2020 [guidance](https://www.google.com/url?sa=t&rct=j&q=&esrc=s&source=web&cd=&ved=2ahUKEwi-h-P19ojuAhUj8uAKHdEgA1gQFjABegQIBxAC&url=https%3A%2F%2Fec.europa.eu%2Fresearch%2Fparticipants%2Fdata%2Fref%2Fh2020%2Fgrants_manual%2Fhi%2Fethics%2Fh2020_hi_ethics-self-assess_en.pdf&usg=AOvVaw122fjX-h80H4tnvnkDFSaI).

# References

Provide between 5 and 30 references of articles and publicly available documents directly supporting the proposal.

1. Advanced Brain-Computer Interfaces for Novel Interactions [↑](#footnote-ref-1)
2. Towards Sustainable ICT [↑](#footnote-ref-2)
3. Write the name in full: first name + last name [↑](#footnote-ref-3)
4. The PI is the point of contact of the partner for the corresponding funding organisation [↑](#footnote-ref-4)
5. A co-investigator is a known scientist/group leader making a substantial contribution to the project [↑](#footnote-ref-5)
6. If the name is unknown, specify the level of expertise sought (PhD, post-doc, engineer, professor…) [↑](#footnote-ref-6)
7. **Bold** the partner number of the work package leader [↑](#footnote-ref-7)
8. For instance: T1.1 Development of something (M3-M6; responsible: 3; involved: 1, 4) [↑](#footnote-ref-8)
9. *Rate as low, medium or high.* [↑](#footnote-ref-9)